



Title: Maintenance Technician, Tower District
Department: Facilities
Reports to: Facilities Supervisor, Tower District
Status: Full-Time, Hourly, Non-Exempt
Revised: October 2021

Job Overview:

The Maintenance Technician's property responsibilities include the general upkeep and maintenance within the Tower District properties. This individual will perform highly diversified duties related to HVAC, plumbing, electrical, carpentry, and painting with the completion of associated work orders, in a timely manner.

Essential Duties and Responsibilities include the following:

- Provide maintenance services (HVAC, electrical, plumbing, steam, carpentry, painting, and special projects) at Legacy Tower, Tower 280 and 260 East Broad (Butler Till). Both commercial and residential tasks will be assigned when needed.
- Delivery of preventative maintenance services for all Tower District systems and equipment, as required.
- Responsible for periodic inspections and the recording of results for safety devices, including sprinkler systems, emergency generators and exit lighting.
- Complies with safety regulations and maintains clean and orderly work areas.
- Assist in the further development of maintenance policy and procedures at each building to ensure optimal functionality of buildings, grounds, and associated equipment.
- Assist in the training of other Tower District staff members to enhance their general maintenance knowledge of building structures, equipment, and grounds. Ensures facilities maintenance work follows safety standards, conforms/adheres to specifications, and that work orders are tracked and completed within the budgeted guidelines.
- May oversee contractors engaged in daily facility repairs and projects.
- Provide afterhours / on-call support service when scheduled.
- Assist the facilities supervisor with development, implementation and administration of the maintenance operating and capital budgets.
- Assist the tower district facilities team in snow and ice removal operations, when needed.
- Possess and maintain a customer focused attitude, a get it done mentality with good communication skills.
- Prepare and maintain task logs and records. Have working knowledge of preventative maintenance processes and online work order systems.
- Follows all internal policies, procedures, and complies with fair housing state and federal laws.
- Perform other duties and provide support as assigned.

What you will get from this position:

- The ability to gain experience working in esteemed luxury mixed-use buildings in the heart of downtown Rochester.
- Access to career development and furthered training.
- Free garage parking for all employees.
- Working in the heart of downtown Rochester, you will have restaurants walking distance from your work site to enjoy in your downtime.
- A chance to work on a winning team that emphasizes teamwork and group effort.
- A company committed to your success and growth.
- Access to our full range of employee benefits.
- Employee referral bonus program.

Minimum Qualifications

- High School Diploma with 5 years' experience in facility operations.
- 5 years' experience with complex building systems.
- Valid and clean driver's license with a personal vehicle.
- Experience with Microsoft office Word, Excel, Access, and Outlook.
- OSHA 10-Hour course is a plus

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Able to lift up-to 50 pounds.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.